

2 July 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 50-53

SUBJECT: Follow-up Interviews

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1. Effective with the publication of this memorandum, it will be the policy for all Personnel Office placement officers to conduct follow-up interviews on all new employees within thirty days of the entrance-on-duty date. All such interviews will receive proper documentation and will be made a matter of record in the employee's personnel folder. This policy will apply equally to individuals temporarily assigned to the Interim Assignment Branch and will include all categories and types of personnel. A thorough check will be made of clerical applicants' qualifications and desires as recorded on the field interview sheet and assignment made to the position considered most appropriate by the placement officer.

2. Recruitment officers and others engaged in personnel procurement or processing who have, or obtain, knowledge, directly or indirectly, of a keen interest in, or a strong desire for, overseas employment on the part of an applicant or a person in the process of entering on duty will be responsible for insuring that such information is or becomes a matter of official record in the applicant's or employee's folder and that such information is taken into consideration in placement actions. Placement officers will adhere to a policy of insuring that such applicants or employees are not slotted against, or assigned to, overt offices or other offices which are not in a position to offer eventual overseas assignment to the individual. This policy shall apply to clerical personnel only. No promises or commitments regarding overseas assignments will be made to applicants by members of the Personnel Office.

3. The placement officer will record on the field interview sheet, or on a memorandum for the record, his reasons for making the assignment. Placement officers responsible for the DD/P area Divisions and Staffs will conduct an initial interview at the time that an employee enters on duty to insure that the employee fully understands the type of position for which he was hired, the general area involved, the possibilities for overseas assignment and the promotional policy of the office concerned. The results of this interview will be recorded on the employee's summary work sheet. This means that the report will reflect the topics discussed and the understandings reached, rather than the mere fact that the employee was interviewed.

4. A second follow-up interview will be conducted within ninety days of the first interview. If the first interview reveals that the employee is making a satisfactory adjustment to his new situation, that the supervisor is satisfied with the employee's progress, and that no apparent problems exist, the second interview may be conducted via telephone (by calling both the employee and his supervisor) if the placement officer is too pressed for time to hold a personal interview. However, if problems are encountered

In the course of the first interview, it is desirable that subsequent interviews be made on a personal face-to-face basis rather than by telephone. Every effort should be exerted to resolve such cases expeditiously. Therefore, nothing contained herein should be construed as limiting the number or frequency of interviews held by the placement officer on "problem" cases. In any event, however, a second follow-up interview will be held within ninety days of the first follow-up interview.

5. These individuals charged with the review of follow-up interview reports should devote particular attention to such reports in order to anticipate a need for and initiate, when and as appropriate, subsequent personnel actions, i.e., transfer, training, rotation, reassignment, etc.

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GEORGE E. MELOON
Personnel Director